

Enterprise Bank has made switching your accounts fast and easy with our Hassle Free Conversion Switch Kit. Included in this kit is everything you will need to transfer your banking relationship to Enterprise Bank. Simply follow these steps or feel free to call us at 877-604-5705 if you require any assistance.

- 1** **Open an Enterprise Bank Checking or Savings Account:** Enterprise Bank has various checking and savings accounts to fit your banking needs.
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- 2** **Stop using your previous Checking Account:** Make certain that enough funds are available in this account to cover outstanding checks and all automatic payments. Destroy all old checks, debit cards, ATM cards, and deposit slips associated with this account.
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- 3** **Change your Direct Deposit:** Complete the Hassle Free Conversion Direct Deposit Form to notify any companies or organizations who make direct deposits on your behalf.
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- 4** **Change your Automatic Payments:** Inform all companies who generate automatic payments to transfer any automatic payments to your new Enterprise Bank checking or savings account.
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- 5** **Calculate your account balance:** Complete the Hassle Free Conversion Account Balance Worksheet with your most recent account statement. Please be as accurate as possible when completing this form.
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- 6** **Close out your previous Checking Account:** Complete the Hassle Free Conversion Account Closing Form once all outstanding checks and automatic payments have cleared.
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- 7** **Hassle Free Conversion Checklist:** Be sure to double check that you have completed all the necessary steps with our checklist guide.
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Direct Deposit Form

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|--|---|----------------|
| | | |
| Last Name | First Name | |
| Street Address | | |
| City | State | ZIP |
| Work Phone | Home Phone | |
| Social Security Number | | |
| Employer's Name | Phone Number | |
| Employee ID Number or Department | | |
| Account Information | | |
| Previous Bank Name | Previous Account Number | |
| 021213711 | | |
| Enterprise National Bank N.J. Account Number | | Routing Number |
| <input type="radio"/> Checking <input type="radio"/> Saving | | |
| Type of Account (Check One) | | |
| Check Only ONE | | |
| <input type="radio"/> A New Authorization for Direct Deposit. Not Currently using direct deposit. | <input type="radio"/> Please change my existing authorization. Transfer automatic payment from my previous bank to Enterprise National Bank N.J. | |
| Employee Signature | Date | |
| Employer Signature | Date | |

Please complete and send this form to the company making the direct deposit. For payroll direct deposit please submit this form to your Human Resources Department.

*Please make additional copies of this form as required.

**You may want to keep your other account open for up to 2 months, to ensure that all direct deposit transfers are complete

Please note: If you have social security or other governmental direct deposits, please use the Treasury Department Standard Form 1199A or pick a copy up at Enterprise Bank.

For Social Security benefits, you can also contact them by phone to make direct deposit arrangements, by dialing 1.800.772.1213.



Account Closing Form

To whom it may concern:
Please close my account as described below.

Please complete and return this form to your previous bank.

Name(s) on Account

Social Security Number or Tax Identification Number

Account Number Account Type

*Please make additional copies of this form as required.

Check Only ONE

- No disbursement is necessary**
 - The account balance is zero.
 - I have deposited a check for the balance in my account.
- Disbursement of funds are necessary.** Prepare a cashier's check for the balance of my account payable to:
 - Names on the account, and mail to:

Last Name First Name

Street Address

City State ZIP

Enterprise National Bank N.J. for the benefit of

Customer's Name

To be deposited in account number:

Please include my social security number:

*Please prepare a cashier's check for the balance of my account, with **account number** above and mail to:*

Enterprise National Bank N.J.
Customer Service
490 Kenilworth Boulevard
Kenilworth, New Jersey 07033

Thank you for your prompt attention to this matter.

Sincerely,

Customer's Signature Date

Joint Account Holder's Signature Date



Account Balance Worksheet

Complete this worksheet with the balance on your most recent account statement. Please be as accurate as possible when completing this form. This worksheet will allow you to calculate the remaining balance to transfer into your new Enterprise Bank Checking Account.

Use this form to calculate, the remaining balance in your other Accounts to transfer to your new Enterprise Bank Checking Account.

1. Enter your account balance shown on your statement \$ _____
Last Statement Balance

2. Enter deposits that do not appear on your statement + \$ _____
Include interest earned and deposits made through ATM's and Direct Deposits
Total Deposits

| Date | Amount | Date | Amount | Date | Amount |
|------|--------|------|--------|------|--------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

3. Subtotal by adding steps 1 and 2 = \$ _____
Last Balance + Deposits

4. Enter outstanding checks, withdrawals or transfers not appearing on your statement. -\$ _____
Include any debit card purchases, ATM withdrawals, automated payments and fees.
Total Outstanding Debits

| Date/Ck # | Amount | Date/Ck # | Amount | Date/Ck # | Amount |
|-----------|--------|-----------|--------|-----------|--------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| Date/Ck # | Amount | Date/Ck # | Amount | Date/Ck # | Amount |
|-----------|--------|-----------|--------|-----------|--------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

5. Subtract step 4 from step 3. = \$ _____
This should match your checkbook register balance. *Checking Account Balance*



Checklist

Print a copy of this checklist, and check off the steps you have completed to insure a *Hassle Free Conversion*.

- Make sure all checks have cleared on your checking account
- Make sure there are enough funds available in your account to cover any automatic payments that may yet need to be withdrawn.
- Send written notice to your direct deposit vendors (payroll, social security*, CD interest payments, etc.) of the changes in your relationship. **(Use Direct Deposit Form)**
** For social security direct deposits, changes may be made by calling the Social Security Administration at 1.800.772.1213*
- Send written notice to the financial institution at which you are closing the account. **(Use Account Closing Form)**

- Account Closing Form
- Direct Deposit Form
- Account Balance Worksheet

Thank you for switching to
Enterprise Bank

Respect  Commitment  Loyalty



Banking the way it should be